

☒ BID BOARD NOTICE

PROCUREMENT ID NUMBER: **PHPA-C239 - MDM0031021311**

ISSUE DATE: June 17, 2015

TITLE: Sharps Containers, 2.2 Qt., Auto Drop, PK 5
 and 1.25 Gallon, Auto Drop PK3

DUE DATE: July 8, 2015 / 2:00 P.M.

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

**Fully Loaded Rate to include all services described in the Description of
Service and all expenses are not to exceed \$8,490.00**

**This solicitation has been designated as a Small Business Reserve (SBR);
only registered SBRs may respond. Please apply at
<https://emaryland.buyspeed.com/bsa> to begin the process, and then follow
the prompts to see if your business qualifies. For assistance in the SBR
registration process, please call 410-767-1492. Please put your SBR
number on the Bid Form.**

PROCUREMENT METHOD

Small Procurement – Invitation for bid

EXPECTED DATE OF DELIVERY:

September 1, 2015

Maryland WIC Program Specifications:
Sharps Containers, 2.2 Qt., Auto Drop, PK 5 and 1.25 Gallon, Auto Drop PK3

Commodity Details

Item Sharps Container, 2.2 Qt., Auto Drop, PK 5
#1: Manufacturing Brand Name: Covidien
Manufacturer Part Number: S22Q100522

Size: 2.2 Quart

Description: 2.2 Quart Sharps Container with auto drop lid and rotor opening, made from plastic. Dimensions should measure 7-1/4"H x 4-3/4"L x 6-1/2"W.

Quantity: 60 Containers

Color: Red



Item Sharps Container, 1.25 Gallon, Auto Drop, PK 3
2#: Manufacturing Brand Name: Covidien
Manufacturer Model Number: KDTP019010

Size: 1.25 Gallon

Description: 1.25 Gallon Sharps Container with auto drop lid, made from plastic. Dimensions should measure: 11"H x 4-1/4"L x 12-1/4"W.

Quantity: 210 Containers

Color: Red



Cost: Price must include, items, shipping and any other incurred expenses. No additional costs will be allowed.

- We will not pay for overages. We will only pay for quantity indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

Samples: One sample of EACH (Item #1 and #2) exact product must be submitted with bids. These samples will be evaluated to be certain they meet the above specifications.

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Freight Terms

Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

Shipping Method

- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized**.
- **No container shipments shall be accepted.**

Packaging Instructions

- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection. Any items delivered damaged will be returned and must be replaced free of charge by the vendor.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.
- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

Shipment Preparation

Carton Preparation

- No individual carton to exceed a maximum weight of 40 lbs.
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
 - Mark the outside of each shipping carton with the WIC purchase order number
 - Item number
 - Product description from purchase order
 - Language of WIC logo imprint (i.e., English or Spanish)
- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

Palletized Loads

- Each pallet shall contain cartons which contain one item number.

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- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:
 - All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" (long) and 40" (wide).
 - Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
 - The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
 - Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
 - The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
 - Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
 - All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
 - Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
 - The vendor / shipper shall ensure that the last pallet loaded shall have a freight bill and / or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

Delivery Document Preparation

Packing List

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list. Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)
- Packing lists must be attached to the outside of the cartons.

Delivery Appointment Scheduling / Advance Shipping Notice

Advanced notice of delivery shall be made by phone 240-420-5263 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

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- Delivery date
- Number of cartons / pallets
- Purchase order number and item description

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 N Burhans Blvd, Hagerstown, MD 21742

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

BID SUBMISSION INFORMATION

Bidders shall submit an original and one (1) signed copy of the completed Bid Form (page 8). The Bid Form must include ALL final costs for completing the project. Bid Forms should be placed in a single SEALED envelope. Bidders shall also submit one sample of EACH exact product (Item #1 and Item #2), including proposed graphics as specified on page 2 "Samples". The sample products and the SEALED envelope containing the Bid Forms, should be placed together in ONE box as ONE submission. Vendor information, Procurement Officer information and the Procurement ID must be clearly marked on both the inside envelope and the outside of the sample box.

SUBMISSION DEADLINE

Bids (with samples) must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 2:00 p.m. July 8, 2015** in order to be considered. **Bidders cannot submit multiple responses. Only one sealed bid with samples are permitted per box.**

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3rd) floor, room 306 and ask for Michele Ferges.

*NOTE: When dropping off your bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michele Ferges, 410-767-5039).

*NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidders must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids**

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dropped off in the mailroom. Questions regarding this solicitation should be directed (By e-mail only, no phone calls will be accepted) to the PROCUREMENT OFFICER.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED.

PROCUREMENT OFFICER:

Michele Ferges
Procurement Supervisor
201 W. Preston Street, Suite 306
Baltimore, Maryland 21201
Michele.Ferges@maryland.gov

ISSUING OFFICE:

Lindsay Unitas
Procurement Specialist
Maryland WIC Program
Department of Health & Mental Hygiene
201 W. Preston Street, 1st Floor
Baltimore, Maryland 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION**

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Bid Form

PROCUREMENT I.D. NUMBER: **PHPA-C239 - MDM0031021311**

ISSUE DATE: **June 17, 2015**

Bidder Information:

Vendor Name: _____
Vendor Address: _____

Contact Name: _____
Telephone Number: _____
FEIN Number: _____
E-mail: _____
SBR number _____

- **Sharps Containers**
 2.2 Qt., Auto Drop, PK 5 1.25 x 60 containers = \$ _____
 Gallon, Auto Drop PK3 x 210 containers = \$ _____
- **Plus shipping \$** _____
- **Total cost \$** _____ **(not to exceed \$8,490.00)**

Signature _____ **Date** _____

Vendor signature and date certifies that vendor agrees to perform all services stated in Bid Board Notice - PHPA-C239 - MDM0031021311.

Fully Loaded Rate to include all Commodity Details and Descriptions and all expenses not to exceed \$8,490.00

Attachments:

- A sample of the exact product, including proposed graphics as specified on page 2 "Samples".

BIDS ARE DUE TO THE PROCUREMENT OFFICER NO LATER THAN 2:00 P.M. ON, July 8, 2015.

Important: Do not alter this page. Failure to fill out this page completely or altering the Bid Form in any way may render your submission non-responsive. Should you have any questions, contact the Procurement Officer **by e-mail only**, no phone calls will be accepted.